

ILLEGIB

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S-E-C-R-E-T

Sugg No. 58-140 Contd.

E. Decision of Committee

☒ Adopted

35.2 Award

☐ Letter of Appreciation

☐ Not Adopted

25X1A



*moved
seconded*

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TAB A
Sugg No. 58-140

This is a suggestion concerning the setting of boldface type headings on Linotypes for NIS. All NIS Sections have bold type headings, called No. 1 and No. 2 and are set in 10 and 12 point boldface. These lines are set previous to the text and are inserted in the proper place by the operator setting the text. In handling this type of work it is the general practice in the trade for the operator to turn the manuscript page-by-page for each size or face of type. In NIS copy the pages would be turned twice. Very little time is spent actually setting type. Most of the time is spent merely turning pages of copy looking for lines to be set in boldface.

After following the normal practice for a long time, I discovered that the Table of Contents copy includes the No. 1 and No. 2 headings. I made several comparisons of the Table of Contents copy with the text headings and found them identical. The increased efficiency claimed herein results when the operator uses the few pages of Table of Contents copy to set the boldface. He can do this at the speed of setting text, with no turning of pages whatsoever. This method is applicable to all printing where the index is consistent with headings and subheadings in the text.

The saving of time in setting these headings on an NIS of 400 manuscript pages is indicated by the following comparison of the two methods:

	Minutes
Turning 400 pages and setting 50 lines 10 point.....	32
Turning 400 pages and setting 14 lines 12 point.....	28
	<u>60</u>
Using Table of Contents, 50 lines, 10 point.....	9
Using Table of Contents, 14 lines, 12 point.....	3
	<u>12</u>

The example shown is average. Therefore, for each 400 pages of NIS manuscript printed, the savings would amount to 48 minutes of Linotype machine-hours.

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POSITION DESCRIPTION		R 11-1554.03	
CAR SERVICE DESIGNATION		DUTY STATION	
None		WASH., D.C.	
REASON FOR SUBMISSION (E.G., CHANGE OF DUTY, RECLASSIFICATION SURVEY, ETC.)		PLACEMENT DIVISION CONCURRENCE	
IDENTIFY OLD POSITIONS BY TITLE, SCHEDULE, ORGANIZATION CODE, GRADE, POSITION NO.		DATE:	
Classification Survey			
8. ACTION	POSITION TITLE	SCHEDULE	ORGANIZATION CODE
A.			
B. CWD	Linotype Operator		
C. INITIATING OFFICE	Linotype Operator		
9. ORGANIZATIONAL TITLE OF POSITION (IF ANY)		10. NAME OF EMPLOYEE (Last) (First) (Middle) IF VACANCY, SPECIFY	
Linotype Operator			
11. ORGANIZATIONAL LOCATION OF POSITION		12. CERTIFICATION	
A. OFFICE		This is a complete and accurate description of the duties and responsibilities of this position	
B. DIVISION		1. EMPLOYEE	
Printing Services Division		DATE	
C. BRANCH		2. SUPERVISOR	
Composing Branch (night shift)			
D. SECTION		3. OFFICE REPRESENTATIVE	
E. UNIT		4. CWD	
13. DESCRIPTION OF DUTIES, RESPONSIBILITIES AND QUALIFICATION REQUIREMENTS			
<p>I. DUTIES AND RESPONSIBILITIES</p> <p>Under supervision of the Linotype Operator in Charge and the Branch Foreman serves as a Linotype Operator responsible for performing the following work:</p> <p>1. Operates linotype machine to cast lines of type in slugs. Adjusts machine for size of type, length of cast slug, width of mold, width of trimming knives, and adjusts thermostat for melting type metal. Reads copy and operates keyboard to select matrices of letters and assemble them into words and lines. Inserts spacing bars and punctuation. Actuates type forming mechanism which casts type slug from selected matrices and automatically returns matrices to magazines.</p> <p>2. Assembles completed slugs in a form. Proof reads assembled forms and removes and replaces faulty slugs.</p> <p>3. Changes magazine in order to provide for the selection of different type faces; replenishes the supply of casting metal in melting pot with bars of type metal. Provides apprentices with training relative to the work methods and skills involved in performing the duties of a journeyman Linotype Operator.</p> <p>4. Cleans, oils, and adjusts working parts of the machine, keeps the equipment and work area in a neat and orderly condition, assures security requirements of his work area and for the assigned job are met and performs related work.</p>			

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II. VISION RECEIVED AND EXERCISED

1. **Supervision Received:** Work assignments are received from the Branch Foreman or a journeyman in charge of the work with specifications on the kind of work to be done. Guidelines include NIS and GPO style manuals and the criteria for skilled work in the trade. Supervisors provide specific guidance on unusual assignments or on problems arising in completing assignments.

2. **Supervision Exercised:** Assignments may include supervision and training over operatives, apprentices or others. These assignments can be made for training purposes, for expediting production, or for situations where safety, accuracy or other factors require more than one individual to participate in the work.

III. MINIMUM QUALIFICATION REQUIREMENTS

In addition to the requirements for this title in Interim Qualification Standards [REDACTED] the following characteristics are required:

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